



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Public Disclosure Unit • PO Box 44632 • Olympia, WA 98504-4632
360.902.5556 Fax 360.902.5529

September 27, 2001

REQUESTER
000 OLYMPIA AVE
OLYMPIA WA 98501

OLD LETTER

RE: Request received November 1, 2002
Subject: Information requested

Dear Requester:

Thank you for your public records request. Pursuant to **RCW 42.17.320**, we are informing you it has been received and we estimate a further response to you by mail within thirty (30) days of the date of this letter. Although we hope to complete your request as soon as possible, we are making allowances for variables such as file availability, increased request demand, computer system downtime and unforeseen staff shortages. If an inspection of file information would serve your needs better than a response by mail, feel free to contact us to arrange a file inspection appointment.

Please note that some of our requests **may** include a bill for duplicating costs. According to agency policy, request reproduction costs exceeding \$20.00 are charged at a rate of 15 cents per page for photocopies, \$3.00 per audio cassette, and 8.00 per video cassette. Photograph reprints and enlargements are billed at cost. Unless other arrangements are made in advance, all charges exceeding \$100.00 shall be billed, due and payable prior to~ shipment.

We hope this information will be of help to you. If you have any further questions regarding this request, please do not hesitate to contact us.

Sincerely,

(Staff name)
(Title)

Request ID (# 00000)